

**Space Family Education, Inc.  
Board of Director's Open Meeting**

**November 18, 2005**

***Safety Report***

**Director & Vice President**

Ms. Gomez reported that a child bumped his head on the windowsill. The injury resulted in a laceration and required medical treatment, glue (instead of stitches). The teacher and Center Director are looking into getting pads for the windowsills to prevent similar injury, and will check into submitting a work order to NASA.

***Director Report***

**Staffing**

**Resignations:**

No report

**New Hires:**

No

**Other:**

No report

**Operations**

**Facility:**

Ms. Hirning reported that when the men came to fix the louvers on the cupola, they found that the air duct in the attic was not secure properly. They've secured the air duct and will return to complete the repair of the louvers.

Ms. Hirning said that we are still waiting for a date from NASA as to when they will start redoing the floor in Room 2.

Ms. Hirning reported that the contractor that caused the damage to the play surface would repair it.

Ms. Mason informed the Board that the Center has four non-ODIN computers (these were donated), and are not under ODIN support. She had made the request, and if NASA IT approves, we would get four new computers from ODIN.

**Special Events:**

Ms. Hirning reported that the Thanksgiving Feast was yesterday, and all was well.

Ms. Hirning said that she would ask the room captains for an estimate of room attendance for the Thanksgiving week to determine staffing plan. Parents and room captains present discussed issues with the approach, such as parents may not know for certain of their Holiday plans. Ms. Hirning reassured that she is looking for planned absents only and that she would make sure the Center is staffed to meet the required ratios. Ms. Hirning would change/prepare the questionnaire/form appropriately and ask Ms. Nancy to put them in the cubbies for parents.

Ms. Hirning reported that most rooms have their raffle basket done.

**Other:**

Ms. Hirning reported that she and Mr. Nguyen attended a town-hall meeting at Westchase Methodist School to discuss National Association for the Education of Young Children (NAEYC) new standards and criteria. The meeting was hosted and attended by childcare center directors in the Houston area to exchange ideas about continuing NAEYC accreditation, but are having issues associated with costs, implementation, and unclear criteria (e.g. health privacy issue with follow up, center required to do more parenting tasks, sealed baby bottle expected from parents, pay for standardized testing, etc...). Ms. Hirning said that NAEYC new standards and criteria are to prepare to accommodate the national Head Start, and other emerging programs.

Ms. Saunders asked if anything has been done to make NAEYC aware of these issues and concerns? Ms. Hirning said that from the meeting, the directors have sent a petition letter to NAEYC. However, NAEYC has deferred our re-accreditation from August 2006 to August 2007. Ms. Saunders asked Ms. Hirning to prepare an information presentation on NAEYC and other accreditation options to the Boards and members in the January meeting.

Ms. Hunt said that it would be important for SFEI to identify accreditation alternatives. Ms. Saunders and the Board acknowledged that the MOU (with NASA) would need to have some accreditation or standards.

***Committees Report***

**Education Curriculum**

No report

**Playground**

The Board voted to remove this agenda item.

**Newsletter and Webpage**

Ms. Hirning said that the newsletter has been released recently.

**Fundraising**

Ms. Mason reported on what the Fundraising Committee has been able to raise so far:

Teacher Fund: \$903 (\$584 from raffle and \$319 from the auction)

Other Auction Items: \$878 (\$96 for Ms. Amalia, \$145 for Ms. Vanessa, \$637 for the Rooms)

Fundraising has raised a grand total of \$1781 (\$1540 for the Center, and \$241 for the two teachers)

Some of the fundraising committee members complained that it takes too long for the webpage to be updated with information, and concerned that there is no backup for Mr. Mathew, the webmaster. Fundraising committee members also wanted access to the webpage to distribute and host fundraising related information and to possibly solicit outsiders who are not parents or SFEI members. The Board agreed that it is important to have another backup person for Mr. Mathew. Mr. Nguyen has the action to help one or two of the parents getting the necessary account/access to the Childcare Center website. The Board also questioned the use of NASA website for fundraising, and asked that the Fundraising Committee to ensure appropriate use of the website and to observe NASA policies relating to fundraising.

Ms. Saunders said that she want to conduct a parent survey to determine whether they are happy with the amount of fundraising and special activities.

**Room-1**

Reported that everything is fine. The room needs a rocking chair, and it's already on the wish list.

**Room-2**

"Fine, waiting on the floor."

**Room-3**

Pointed out and thanked parents for buying the quilt for the raffle.

**Room-4**

No report

**Room-5**

No report

**Room-6**

No report

**Room-7**

No report

**Room-8**

No report

**Room-9**

No report

***Board Members Report***

**Policies and Procedures** (Liana Rodrigues)

Ms. Rodrigues reported that we have a new student in Room 6.

Ms. Rodriggs said that the wait list has been purged using the updated roster (after the September membership renewal). She was able to remove about 40 members off the waitlist because they choose not to renew/remain on the waitlist.

Ms. Rodriggs said that she would soon release an update to the Parents Handbook.

**Treasurer** (Miranda Scroggins)

Ms. Scroggins handed out a draft September financial report for review.

Ms. Scroggins pointed out that the cash flow numbers show very good signs, the Exchange loan has been paid off, only the two bus loans are left\_3 and 2 more years.

A question was asked whether the five-year forecast includes summer camp. Ms. Scroggins answered yes, and that the forecast is budgeted by class, including summer camp.

A question was asked about the -\$3000 in the Merrill Lynch account. Ms. Scroggin and Ms. Gomez said that they would look into it.

Ms. Saunders informed that St. Thomas would have their own summer camp program next year, which means that we would not have a facility for summer camp. The Board and Ms. Hirning would have to explore other options for summer camp.

**Secretary** (Louis Nguyen)

Mr. Nguyen added that he went to the town-hall meeting, with Ms. Hirning, at Westchase Methodist School on November 2<sup>nd</sup>. According to the report he provided to the Board, he pointed out that there maybe few alternatives for accreditation besides NAEYC. He asked the Board to be careful not to lock us in with NAEYC accreditation in the new MOU with NASA until we understand all of NAEYC's new standards/criteria and implications, and having explored alternative accreditation options.

**Vice President** (Susan Gomez)

Ms. Gomez reported that the Kelsey Seybold people recently inspected the Center. They only cited a minor issue with the latch on the laundry room door. Ms. Hirning added that they perform the inspection quarterly.

Ms. Gomez also added that she had the obsolete JSC Childcare Center email removed from the global list.

**President** (Melanie Saunders)

No report

Ms. Saunders took the action to look into issues with having fundraising activities on the Childcare Center website.

***SFEI Members Report***

### **Walk-ons**

Ms. Scroggins reported that American Express asked if we would like to open an account with them, with a 5% rebate. She suggested not because there's no real benefit in doing it.

A question was asked about NASA activity close to the Center. Ms. Hirning took the action to find out what NASA's doing.

Ms. Lewis asked why was the Christmas program canceled. She talked about the benefits of such programs in past years for both parents and the children, and expressed the concern that it is going away. Ms. Hirning said that many parents objected to having the Christmas program because of too much time and effort. Ms. Saunders said that parents would be asked for their opinions on special event such as this in the parent survey.

For the next meeting, the Board and Director were asked to explain access to the Childcare Center in the event of something happened and the street is blocked.

### **Old Business**

The Board voted to remove this agenda item.

### **New Business**

The Board voted to remove this agenda item.

### **Attendance:**

BOD: Louis Nguyen, Liana Rodriggs, Susan Gomez, Miranda Scroggins, Melanie Saunders

Staff: Shelley Schroeder, Kristy Hirning

Members: Gloria Cybulski, Scott Dunham, Jane Gensler, Patty Estes, Jennifer Lewis, Lisa Blok

NASA Liaison: Candy Hunt

The next meeting will be December 16, 2005  
Building 111 Conference Room - 11:00 AM - 12:30 PM